

CONTRACT ADMINISTRATOR

Purpose:

To actively support and uphold the City's stated mission and values. Perform a variety of administrative duties related to the monitoring of non-procurement driven contracts; evaluate and monitor contract performance, compliance, and contractual obligations. Assist in proposal fact-finding and act as liaison between city personnel, departments, or businesses as required. Confer with various city personnel to detect contract ambiguities, conflicts, inaccurate statements, or omissions of essential terms and conditions. Respond to inquiries regarding contract obligations, renewals or revisions. Analyze data and prepare reports as required. Set up, maintain, and manage files and contracts database.

Supervision Received and Exercised:

Receives direction from the Assistant Financial Services Director or other Senior Management Staff.

May exercise direct supervision over clerical staff, depending on assignment.

Essential Functions:

Duties may include, but are not limited to, the following:

- Participate in the planning and implementation of a contract administration program for the City of Tempe.
- Work with Department Heads, Mayor and Council, and other city personnel to review non-procurement contract and lease components and/or CIP contract components; establish procedures for the monitoring of contract compliance issues.
- Develop, implement and maintain a system to regularly monitor city contracts, agreements, and leases as directed by management.
- Assist in the development of contracts and/or leases by proposing terms, conditions and specifications; create initial draft documents related to contracts.
- Review and investigate non-compliance issues and write situation summaries proposing solutions.

CITY OF TEMPE

Contract Administrator (continued)

Work directly with vendors on bonding and insurance issues.

Research and aid in the resolution of contract issues.

• Analyze data and prepare reports as required for Department Directors, Mayor

and Council, other city personnel, and the general public.

Prepare staff summary reports or related information for Department Directors,

Mayor and Council as needed.

Maintain files and contracts database.

Perform related duties as assigned.

Minimum Qualifications:

Experience:

Three years of increasingly responsible experience in contract administration,

procurement or business administration.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, procurement, public administration

or a degree related to the core functions of this position.

Licenses/Certifications:

May require the possession of a valid driver's license.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 269

Status: Exempt / Classified

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